



University of California, Santa Barbara

# Application for Fine Arts Insurance for Exhibits

Quarterly Fine Arts Exposure & Domestic Exhibits Report Form

### INSTRUCTIONS

Use the Application for Fine Arts Insurance (aka: *Quarterly Fine Arts Exposure/Domestic Exhibits Report Form*) to obtain coverage under the University's Fine Arts Insurance Policy for exhibits on loan to the University, artwork owned by or on loan to the University that is on exhibit in outside galleries, or fine arts in transit. Fine Arts coverage is provided on a quarterly basis (July-Sept; Oct-Dec; Jan-Mar; Apr-June); indicate specific quarter that coverage is required. Attach all agreements with owners and a list that accurately and completely describes the insured artwork and associated values. Submit completed form and attachments to UCSB Risk Management prior to exhibit, loan, or shipment.

### REPORT ADMINISTRATION

Date of Request: \_\_\_\_\_ Page No. \_\_\_\_\_ of \_\_\_\_\_ Campus: **SANTA BARBARA**

Department: \_\_\_\_\_ Dept. Account No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Dept. Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Ph: \_\_\_\_\_

### ARTWORK & EXHIBIT INFORMATION

1) Name of Artwork/Exhibit 2) Location of Exhibit (Bldg. Name) 3) Dept. Acct. No.	Month: _____ 1) No. of Days in Month 2) Daily Value	Month: _____ 1) No. of Days in Month 2) Daily Value	Month: _____ 1) No. of Days in Month 2) Daily Value
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